



Cabella International
Sahaja School

STAFF APPLICATION FORM

Position applied for:	Please send your application to principal@cabellaschool.org .
Where did you first hear about this vacancy?	

Section 1: Personal details

Surname <i>(as shown on passport)</i> :		Please affix a passport size photograph here.
First name(s) <i>(as shown on passport)</i> :		
Place of birth: Date of birth: Nationality: <input type="checkbox"/> Male <input type="checkbox"/> Female	Do you have the legal right to work and stay in Italy? (Schengen passport or residence permit) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Previously used surname & first name <i>(if applicable)</i> :		
Home address	Email address	
	Telephone number	
Are you related to a staff member or governor of the School? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, please provide details:</i>		

Section 2: Sahaja Yoga experience

Staff directly involved in the education and care of the children are expected to be practicing Sahaja Yogis, imbibing the high moral values of Sahaja Yoga according to the teachings of H.H. Shri Mataji Nirmala Devi.

Describe your spiritual journey & daily practice of meditation.
Describe your participation in local / national / international Sahaja Yoga events.
When did you first start practicing Sahaja Yoga?

Section 3: Qualifications, skills and interests

SECONDARY EDUCATION (& elementary education in Sahaja Schools) <i>Name and place of the institution and level and title of your qualification.</i>	FROM (MM/YY)	TO (MM/YY)
UNIVERSITY / HIGHER EDUCATION <i>Name and place of the institution and level and title of your qualification.</i>	FROM (MM/YY)	TO (MM/YY)
OTHER SKILLS, TRAINING, INTERESTS, HOBBIES <i>Please provide details of any qualifications, skills, hobbies or interests that you could bring to the School.</i>		
LEVEL OF ENGLISH <input type="checkbox"/> Beginner <input type="checkbox"/> Conversational <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Proficient		
OTHER LANGUAGES (<i>Please include level</i>)		

Section 4: Employment details

Current/most recent employer	Current/most recent employer's address	
Current/most recent job title	Date started	
Brief description of responsibilities	Date employment ended (<i>if applicable</i>)	
Reason for seeking other employment		

PREVIOUS EMPLOYMENT AND/OR ACTIVITIES SINCE LEAVING FULL TIME EDUCATION				
In chronological order (most recent position first).				
EMPLOYER (<i>Name and address, type of business and reason for leaving</i>)	Position held	Full or part time	From (MM/YY)	To (MM/YY)
Please provide details of any gaps within your employment history.				

Section 5: Suitability for the position

Please give your motivation for applying for this position at Cabella International Sahaja School (CISS). Outline the skills and attributes that make you suitable for the role, and provide examples your current or previous positions. What would you like to give? What do you hope to learn?

Working at CISS can be very intense, both physically and emotionally. Do you have any health related concerns that may impact your work in the school? ☐ Yes ☐ No

*If **Yes**, please provide details:*

Section 6: Protection of children

Cabella International Sahaja School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appropriate vetting procedures and criminal background checks will be undertaken before any appointment is confirmed.

Candidates are required to disclose any criminal records. Any offer of employment is conditional upon the School receiving a satisfactory Criminal Record Check. Disclosure of a criminal record will not necessarily bar you from any appointment.

Have you ever been convicted of a criminal offence? ☐ Yes ☐ No

Is there any relevant court action pending against you? ☐ Yes ☐ No

Have you ever been subject to disciplinary action or investigation by an employer or professional organisation? ☐ Yes ☐ No

*If **Yes** to any of the above, please provide details:*

Section 7: National coordinator's and professional references

Please provide the names and contact details of the national Sahaja Yoga national coordinator of all countries where you have resided for more than six months over the past 10 years.

Name of referee	Country	Email and telephone

Additionally, please provide the names and contact details of at least one other referee who we can contact. In case you have teaching experience, this should be a professional reference. If you have previously worked or volunteered for Sahaja Educational Institutes, include a referee from their management. Referees should not be related to the applicant.

Name of referee	Organisation and position	Email and telephone

It is our policy to contact referees for shortlisted candidates.

Section 8: Applicant's declaration

☐ *I declare that the information I have provided is true and accurate and in particular that I have not omitted any material facts which may have a bearing on my application. I understand that any contract of employment with Cabella International Sahaja School will be offered on the basis of the information I have provided. I understand that a false declaration, which results in my appointment, may render me liable to dismissal.*

☐ *I am in possession of certificates which I claim to hold, and understand that willful falsification may result in dismissal if appointed. I confirm that I am happy for you to contact my referees to request a reference as part of the shortlisting and/ or interview process.*

The combined information of this Application Form, the Coordinator's Reference Form and any information obtained from referees will be treated as Personal Data in accordance with the Casa Madre Privacy Policy.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will be confidentially destroyed after six months.

☐ *I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.*

Signature:

Date:

Cabella International Sahaja School is an equal opportunities employer. Discrimination will not be made on the grounds of race, colour, gender, national or ethnic origin, religion, disability, age or other basis.